

## ***Berkeley County Government***

### **JOB OPENING – EXTERNAL POSTING**

### **ADMINISTRATIVE CLERK 2 (PS101375)**

**DEPARTMENT: MAGISTRATE COURT – GOOSE CREEK**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Perform various duties in the Criminal/Traffic Court area of the Goose Creek Magistrate Office including clerical assignments in the courtroom. Prepares Domestic Violence case files and handles all victim related cases such as Domestic Violence. Liaison between the court and the victim. Prepares criminal and traffic filings, as well as assist with the public. Assists with the filing of civil cases. Answer incoming telephone calls, draft, edit, and distribute correspondence and enter information into the computer system. Perform other duties as assigned.

**QUALIFICATIONS:**

High school graduate or equivalent, and one (1) year related administrative experience. Legal experience preferred. Candidates lacking administrative experience will not meet the qualifications for this position.

Clerical skills including filing, customer service, math, data entry, and correct grammar usage.

Data Entry/Basic Skills test score of **58** is required for this position.

Proficient in Microsoft Word and Excel. Skilled in the use of general office equipment.

Departmental testing may be administered during interviews.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one is not on file.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**SAFETY INFORMATION/DUTIES:**

Attends all required safety training, follows safety policies and procedures, and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

**This position is classified as non-exempt and reports directly to the Magistrate Court's Office.** Thirty-seven and one half (37.5) hours per week. Normal operating hours are Monday through Friday 9:00 a.m. until 5:00 p.m., with the ability to work flexible hours after 5:00 p.m. when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations. ***Location and hours of work are subject to change at any time.***

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Administrative Clerk 2 - Grade C03**

**Entry Level Bi-Weekly Rate of Pay Range: \$702.84 - \$808.26**

**Date of Posting: 09/06/2016**

**Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

All employees of Berkeley County Government are employed on an at-will basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***